



Minutes
Hartford Parking Authority
Regular Meeting of HPA Board
Thursday, December 8, 2005
155 Morgan Street, Hartford, CT 06106

Present: Chairman Carson
Vice Chairman Luis Caban
Treasurer Paddi LeShane
Commissioner Richard Twilley

Also Present: Jim Kopencey, Executive Director
Carey E. Redd, II, Associate Director
John Michalik, Chief Financial Officer
Denise Aguilera, Corporation Council
Yonas Alemu, Operation Manager, Central Parking

Roll Call / Attendance

Chairman Carson called the Hartford Parking Authority meeting to order at 8:10AM.
Mr. Redd conducted roll call. There was a quorum.
Commissioner James Thompson entered the meeting at 8:20AM.
Phil Oropesa, Director of Municipal Marketing, Central Parking entered the meeting at 8:25AM.
Stathis Manousos, General Manager, Central Parking entered the meeting at 8:30AM.

Approval of HPA Minutes

Chairman Carson called for a motion to accept the minutes of the November 10, 2005 Regular Monthly Board Meeting with the necessary corrections.

A motion to accept the minutes of the November 10, 2005 Regular Monthly Board Meeting with the necessary corrections was made by Vice Chairman Caban, seconded by Treasurer LeShane, and passed unanimously.

Ongoing Business and Committee Report(s)

1. Morgan Street Garage Revenue Control System (RCS) Modifications Update – Mr. Kopencey

Mr. Kopencey reported the RCS public announcement for acceptance of credit card payments at the Morgan Street Garage (MSG) would be January 2, 2005 and a draft Press Release is being created by the Communications Committee to go along with the announcement. According to revenue control distributor, the exit cashiering equipment was still scheduled for delivered and to be operational by end of December 2005.

2. MAT and Church Street Garage Repairs – Mr. Kopencey

Mr. Kopencey stated that the architectural embellishments for the lobbies at the MAT Garage were completed and the HVAC unit would be installed within a week. Mr. Kopencey stated that the MAT Garage still does not have a Certificate of Occupancy (CO). Mr. Kopencey went on to say that USA Contractors and DESMAN Associates had received written notice from the HPA that the repairs/improvements to the MAT Garage Fire Suppressions System and Fire Alarm that there were not completed by December 31, 2005 would be change ordered out, re-bid, and completed separately.

Mr. Kopencey reported that the emergency repairs at the Church Street Garage (CSG) were progressing; the new front office renovations had been completed; and the remaining work to make the facility ADA compliant was ahead of schedule. Mr. Kopencey stated the repair work should be completed by summer 2006; there would be no significant disruptions to the CSG parking operations; and it was anticipated that only forty (40) to fifty (50) parking spaces would be offline line at any one time during this period.



3. Commercial Space Update - Mr. Kopencey

Mr. Kopencey stated that Carl Nasto, City of Hartford Corporation Council, provided the HPA with a draft lease which was sent to the largest potential tenant, and draft leases for the other potential tenants would go out within a few days.

Responding to an inquiry by Chairman Carson, Mr. Kopencey stated that the non-profit loan company wanted to move in as soon as possible; the office supply and furniture store potential tenant wanted to move in by April 2006; and the coffee shop operator wanted occupancy by August 2006 to coincide with the start of Capital Community College fall semester.

Mr. Kopencey stated the coffee shop operator re-evaluated their needs for the space and as a result, they are reducing their requirements by approximately 1,000 sq. ft. The 1,000 sq. ft. will be used by the selected proposer for on-street parking program.

4. Communications Committee Update - Treasurer LeShane and Commissioner Twilley

Treasurer LeShane stated that the Communication Committee met early December 2005 to discuss a formalized sign off protocol to expedite the decision-making process and information flow from the HPA to the public as well as a sundry of other topics including but limited to:

- A cost efficient and customer friendly website
- Preparing generic drafts for press releases
- Creating informational cards, which would be passed on to parking patrons

Treasurer LeShane suggested that Chairman Carson and Mr. Kopencey continue their roles as spokespersons for the HPA; and to expedite the communication process, all Board Members agreed to provide timely input if called upon to respond to critical issues.

Treasurer LeShane offered pro bono "Message Training" for appropriate HPA staff and interested Board Members.

5. Morgan Street Garage Expansion Joints – Mr. Kopencey

Mr. Kopencey reported progress was being made in the dialogue relating to MSG expansion joint repairs; however, with the increasing colder weather, expressed doubt that this work could be performed until spring 2006.

Mr. Kopencey reiterated two (2) primary points, which were made during the November meeting:

- Many of the needed repairs will be done under the warranty, the HPA has some financial exposure and the HPA will be seeking participation from liable and appropriate parties for items not covered by the warranty.
- Caution signage has been place throughout the facility to notify the public of potential "trip hazards" as well as yellow lines have been painted along both sides of the expansion joints and the word "Caution" stenciled on them to further increase the public's awareness.

6. Parking Rate Communication – Mr. Kopencey

Mr. Kopencey stated the recommendation he prepared a from the HPA for City Council's approval of the volume discounts that have been negotiated with United Health Group and MetLife was delivered to the City Council on November 17, 2005 for their information.

Mr. Kopencey stated a copy of the letter for MetLife was e-mailed to their representative unsigned for their information.



New Business

1. Treasurer's Report/Financial Update - Treasurer LeShane and Mr. Michalik

Treasurer LeShane stated that November revenues were up slightly over October and up significantly over July, August and September reflecting both the increased demand for parking during the fall, winter and spring seasons as well as partial recovery of the 200+ monthly parkers lost from St. Paul Travelers this past June. Treasurer LeShane also stated that the FY 2006 – 2007 budget process had begun and that she would be meeting with Mr. Michalik within the next month to continue work on it.

Mr. Michalik reiterated that Operating Income for this fiscal year is expected to fall short of Budget by \$450K-\$500K due to the loss of St. Paul Travelers, the reduced rate increases which went into effect in July and the new volume rate discount granted to UnitedHealth Group in July. Chairman Carson asked Mr. Michalik to prepare a forecast for the remainder of this fiscal year given this news.

2. On-Street Parking Bid Award – Mr. Kopencey

Mr. Kopencey stated that the HPA Selection Committee met on Tuesday, December 6, 2005 to discuss/present its recommendation for On-Street Parking to Mark Turcotte, City of Hartford Chief Procurement Officer and Mr. Turcotte fully concurred with that recommendation which is as follows:

- Central Parking System and its subcontractors should be awarded a bid for the Operation and Maintenance of a Comprehensive and Integrated On-Street Parking and Citation Management Information System in for the HPA.

Chairman Carson called for a motion to accept the Chef Procurement Officer and Selection Committee recommendation to award a contract for the Operation and Maintenance of a Comprehensive and Integrated On-Street Parking and Citation Management Information System in the City of Hartford to Central Parking System and its subcontractors.

A motion was made by Commissioner Twilley, seconded by Commissioner Thompson, and passed unanimously.

3. Church Street Garage Management Contract Bid Award – Mr. Kopencey

Mr. Kopencey stated that the HPA Selection Committee met on Tuesday, December 6, 2005 to discuss/present its recommendation for the Church Street Garage Management Contract to Mark Turcotte, City of Hartford Chief Procurement Officer and Mr. Turcotte fully concurred with that recommendation which is as follows:

- Central Parking System should be awarded a bid to operate the Church Street Garage.

Chairman Carson called for a motion to accept the Chef Procurement Officer and Selection Committee recommendation to award a management contract to operate the Church Street Garage to Central Parking System.

A motion was made by Commissioner Twilley, seconded by Commissioner Thompson, and passed unanimously.

4. Supply/Demand Site Alternatives Analysis Parking Study Bid Award – Mr. Kopencey

Mr. Kopencey stated that the HPA Selection Committee met on Tuesday, December 6, 2005 to discuss/present its recommendation for the Supply/Demand Site Alternatives Analysis Parking Study to Mark Turcotte, City of Hartford Chief Procurement Officer and Mr. Turcotte fully concurred with that recommendation which is as follows:

- Walker Parking Consultants should be awarded a bid to perform a Supply/Demand Site Alternatives Analysis Parking Study.



- Chairman Carson called for a motion to accept the Chief Procurement Officer and Selection Committee recommendation to award the bid to Walker Parking Consultants to perform a Supply/Demand Site Alternatives Analysis Parking Study.

A motion was made by Commissioner Twilley, seconded by Commissioner Thompson, and passed unanimously.

5. Open Session – Public Comment

Stathis Manousos, General Manager, Central Parking, thanked the HPA for the bid awards it had received.

6. Adjournment

Chairman Carson called for a motion to adjourn. The motion was made by Commissioner Thompson, seconded by Commissioner Twilley, and carried unanimously. The Board Regular Monthly Meeting for Thursday, December 8, 2005 adjourned at 9:50AM.